

Appendix C: Sample Meeting Minutes

LAKE DRIVE ASSOCIATION MINUTES OF ANNUAL MEETING JULY 10, 2009

The meeting of the Lake Drive Association was called pursuant to Title 23, Maine Revised Statutes Annotated, §3101 to §3106 by a Notice including a Warrant with the Articles to be voted upon, a copy of which is attached.

The meeting was Called to Order at approximately 10:40 a.m. on July 10, 2009 by Mr. John Doe.

After an explanation by Mr. John Doe of how a road association works and what the law for road associations in Maine is, a Motion was made to elect Mr. Doe Moderator and to accept the rules of procedure which was a hand-out. A copy is attached. The Motion was seconded and was **passed by a vote by a show of hands.**

The Moderator then read **Article 2**, and a Motion was made and seconded to accept Article 2 as it is written. After discussion and questions, the Moderator called for a vote by a show of hands and **declared that Article 2 passed.**

The Moderator then read **Article 3**, and a Motion was made and seconded to accept Article 3 as it is written. After discussion and questions, the Moderator called for a vote by a show of hands and **declared that Article 3 passed.**

The Moderator then read **Article 4**, and a Motion was made and seconded to accept Article 4 as it is written. After discussion and questions, the Moderator called for a vote by a show of hands and **declared that Article 4 passed.**

The Moderator read **Article 5** and a Motion was made and seconded to adopt an annual budget for \$9,120.00. After discussion, the Moderator called for a vote and declared that the **Motion passed by a vote by a show of hands.** A copy of the budget is attached. A motion was also made and seconded that the assessment for 2009/2010 would be \$216.23 for each dwelling unit, \$100.00 for each lot that does not have any dwelling units on it. After discussion, the **Motion passed unanimously by a vote by a show of hands.**

The Moderator read **Article 6** and a Motion was made and seconded to accept Article 6 as it is written, but to change the dates to March 1, 2010 for the collection of assessments and April 1, 2010 for the beginning of interest for late payments. After discussion, the Moderator called for a vote by a show of hands and declared that the **Article passed with the changed dates.**

The Moderator read **Article 7** and a Motion was made and seconded to authorize the proposed contract with John Smith. After discussion the **Motion passed by a vote by a show of hands.**

The Moderator read **Article 8** and a Motion was made and seconded that all future meetings of the Lake Drive Association would be called with a 30-day written notice by regular mail to include an Agenda and proposed budget. After discussion, the **Motion passed by a vote by a show of hands.**

A Motion was then made that Annual Meetings of the Association would be held on the third Saturday in July. After discussion, that **Motion passed by a vote by a show of hands.**

After discussion concerning the collection of late payments, a Motion was made and seconded that there would be no court cases to collect unpaid assessments and/or there would be no recording of delinquent assessment payments in the Registry of Deeds without a two-thirds vote

of the members present and voting at an Annual Meeting. After discussion of the motion, the **Motion passed by a vote by a show of hands.**

The Moderator read **Article 9** for the election of a road commissioner/president, a secretary/treasurer, and a director to serve until August 1, 2010 and to constitute the Board of Directors. After nominations, **John Doe was elected road commissioner/president; Mary Doe was elected secretary/treasurer, and Bob Smith was elected director.**

There being no further business to conduct on the Warrant, the meeting was adjourned.

Respectfully submitted,

Moderator

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